



DEPARTMENT OF THE NAVY  
COMMANDING OFFICER  
NAS PENSACOLA  
190 RADFORD BLVD  
PENSACOLA, FLORIDA 32506-5217

IN REPLY REFER TO  
NASPNCLAINST 4050.4E  
Code 15000

NOV 18 1999

NASPNCLA INSTRUCTION 4050.4E

Subj: PROCESSING RECOVERED, LOST, OR ABANDONED PERSONAL PROPERTY

Ref: (a) DOD 4160.21M

1. Purpose. To establish procedures in processing recovered, lost, or abandoned personal property.
2. Cancellation. NASPNCLAINST 4050.4D
3. Background. Recovered, lost, or abandoned personal property cannot be left at the division level indefinitely; therefore, action is required to ensure quick return of personal property or the proper disposal of unclaimed personal property per reference (a).
4. Scope. Only recovered, lost, or abandoned personal property applies. Misplaced DOD property will be returned to the appropriate division.
5. Action
  - a. Each department and tenant activity will appoint a Lost and Found Supervisor in writing and forward a copy to the Security Department, Code 15000.
  - b. Upon recovering lost or abandoned personal property, to include currency, an Evidence Custody Receipt (OPNAV 5527/22) will be filled out, and the Lost and Found Supervisor will attempt to locate and return the personal property to the owner.
  - c. If the proper owner cannot be determined within 72 hours, the property will be turned over to the NAS Pensacola Security Department, Lost and Found Custodian, Building 1534, phone 452-9242, with OPNAV 5527/22 properly completed and attached to the property. After normal working hours, the property may be released to the Security Department on-duty supervisor for transfer to the Lost and Found Custodian.
  - d. Found U.S. Armed Forces Identification Cards (to include those issued to family members) may be released directly to the I.D. Card Branch at PSD, Building 680.
  - e. The Lost and Found Custodian will dispose of all property as outlined in reference (a).

*Randal L. Bahr*

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Distribution:

A C D  
(NASPNCLAINST 5216.1T)